

## Payment Plan Agreement for Rent and Arrears

ONLY TENANTS OF THIS PROPERTY ARE AUTHORISED TO SIGN A PAYMENT PLAN AGREEMENT FORM  
(OCCUPANTS ARE NOT TENANTS)

Tenant(s) Name(s) & Address:

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Account Number: \_\_\_\_\_ Current Weekly Rent: \_\_\_\_\_ Arrears: \_\_\_\_\_  
Is Tenant on a Penalty Rent? Yes /No Any other Details: \_\_\_\_\_

Louth County Council charges rent every **Thursday**. I/We agree to pay rent and agreed arrears amount in advance every week/fortnight/month **starting from** \_\_\_\_\_ (date)  
I/We agree to clear arrears in the following manner:

- a) Payment of a lump sum of € \_\_\_\_\_ and/or
- b) Payment of € \_\_\_\_\_ rent and € \_\_\_\_\_ towards arrears per week.

**Total weekly payment of: € \_\_\_\_\_ (rent plus arrears)**

**IF YOU SUBMITTED A NEW RENT FORM** and do not know your new rent figure:

Please complete: Differential Rent Form submitted on: \_\_\_\_\_ (date)

I/We agree a total payment of € \_\_\_\_\_ per week/fortnight/month on \_\_\_\_\_ (day)

until the new rent figure is confirmed in writing by the Rent Assessment Team and the payment plan is reviewed.

### Payments will be made using the methods listed below (tick as relevant)

All tenants who signed a Tenancy Agreement since June 2014, **MUST** pay their rent by Household Budget or Standing Order/Direct Debit.

1. Household Budget Scheme - direct deduction from my/our Social Welfare benefits
2. Standing Order from my/our bank account
3. Cash with a Postpoint Rent Payment Card at any Post Office or designated outlet
4. Cash at Accounts Office, Civic Offices Drogheda, Dundalk Town Hall, or County Hall
5. Direct Debit - By monthly direct debit on the 15<sup>th</sup> of every month. I/we agree to pay \_\_\_\_\_ (rent and arrears) until further notice. If the weekly rent changes I/we must continue to pay rent by monthly direct debit and the additional sum of € \_\_\_\_\_ per month off arrears. To calculate monthly payments, multiply your weekly rent by 52 and divide by 12. Please note that amounts taken by direct debit may vary at the discretion of Louth County Council.

If paying by Household Budget, Standing Order, or Direct Debit, there may be a delay before these payments start. You must pay the agreed amount with your rent card/in the cash office from the date of this Payment Plan Agreement, until such time as your payments start.

***If my/our weekly rent changes I/ we must continue to pay rent and arrears as agreed.***

I/We agree that if my/our circumstances change and I/we are unable to adhere to this agreement, I/we will contact the Housing Department immediately and make alternative arrangements to clear my/our arrears.

**Note:** A change in circumstances means any change to the income of all tenants and occupants. You must also notify the Council if anybody moves in or out of your property or if anybody's income changes.

I/We understand and accept that failure at any stage to fully comply with this Agreement will result in termination of this Agreement, the consequences of which are that I can be issued with a **Tenancy Warning Letter which may lead to a District Court Hearing**. *Tenants who are evicted for non-payment of rent are deemed to have rendered themselves homeless through their own fault and will not be offered other accommodation by the Council.*

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Signed: (1) \_\_\_\_\_ (2) \_\_\_\_\_  
Tenant Tenant

Tel. No. \_\_\_\_\_ Tel. No. \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

Contact: \_\_\_\_\_ Date: \_\_\_\_\_  
Account Manager

For Account Manager/Office Use _____ _____ _____ _____ _____
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